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OTR STAFF MEETING -- 1 July 1966

1. Helms's Swearing-in. DTR attended the ceremony on 30 June at the White House. Approximately 350 attended outsiders as well as Agency people. The President made a resounding speech about the value of the Agency and the quality of the people in it. This speech should be read by all incoming CTs and every member of the Agency.

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4. Career Preference Outline. The Personnel Panel has raised the question of dropping Career Preference Outlines. All other offices of the Agency have abandoned it. DTR is routing the memorandum around.

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5. Presentation in Course. [REDACTED] will circulate copies of [REDACTED] memorandum listing [REDACTED] presentations in various courses and the three people whom he wants to talk at given course.

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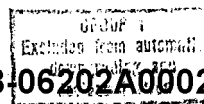
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7. Speakers at [REDACTED] DTR suggested that many of the speakers at [REDACTED] should be invited to stay overnight to give them an opportunity to mingle with the students.

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8. Admiral Moorer's Visit to [REDACTED] This was a splendidly arranged visit which was made in support of the WH Division.

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9. NIS. [REDACTED] and Operations School are to work on the input to the National Interdepartmental Seminar in response to FitzGerald's criticism.

10. Annual Leave. (ACTION: ALL) DTR will approve in advance of anyone taking annual leave in excess of three weeks.

11. Promotion and QSI Correspondence. Have someone other than the secretary type her own.

12. End of Course Report. DTR has not had an opportunity to get the oral briefings requested some time ago but still hopes to be able to do so later. Mr. Richardson wants the written reports as usual.

13. President's Foreign Intelligence Advisory Board. The PFIAB reports will probably be due in late August. Support portion will be the same as in the past two years. Bannerman urged that we stick to things we are doing and things we know we will accomplish in the near future. Avoid speculation.

14. Savings Bond Drive. The Post Master General has sent out a letter urging greater participation. There are five days remaining in this drive to buy bonds. The Agency moved from 28% to 47% participation. Thirty-nine agencies of the government attained 75% participation and 15 agencies got around 90%. [REDACTED] will give Mr. Richardson the exact figures of OTR participation which he estimated at about 50%.

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15. AID in Vietnam. The Agency has a representative on the BOB Task Force for the logistics problem of AID in Vietnam.

16. Foreign Language Requirements. DDS is setting 15 July as its target date for language requirements. DDP has completed its report.

17. Mailing of Checks to Banks. Bob Fuchs reported that 26% of Agency personnel have their checks mailed to banks and 4% to their homes. Of the checks mailed so far there was one lost check.

18. Managerial Grid. Bob Fuchs has submitted a report to Bannerman on the Managerial Grid Training for the Office of Finance.

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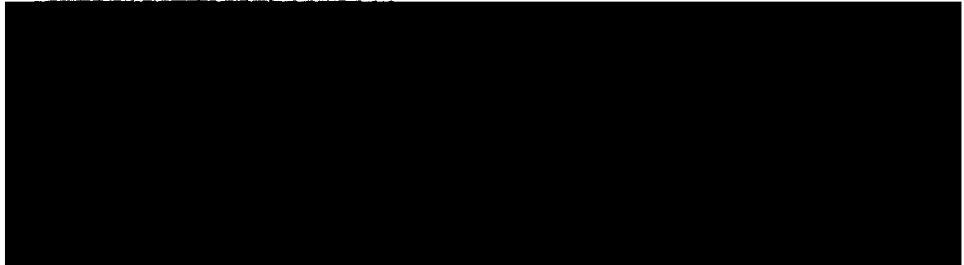
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19. DDP MEETING - 29 June 1966

a. Admiral Raborn. He will remain in Washington as vice-president of Aerojet -- the Washington and international representative.

b. Personnel Assignments.



c. Contact between DDP and DDI. FitzGerald urged a great deal more contact between DDP and DDI. He said closer contact might tend to dispell illusions on the part of fellow officers in the Agency.

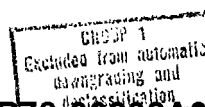
d. Related Missions Directive. Debate about its effectiveness. Senior DDP officers have mixed feelings about this.

20. Two-year CT Program. [redacted] will meet with [redacted] of PPB. The alternatives Colonel White mentioned are really for DDP.

21. Midcareer Program. We are recommending to Helms that the Brookings Institution part of the program be eliminated; we will hold four runnings of the Mid-career course this coming fiscal year. For the Brookings part it is planned to substitute one week of the Grid and perhaps one week of international affairs.

22. QSI Procedure. The Personnel Board in consultation with the DTR decided that prior to the submission in writing of a recommendation for a QSI it should be checked out informally with the Personnel Officer. In the case of Senior officers, GS 15s and above, a QSI should be for a genuinely outstanding single accomplishment.

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